



U.S. Army White Sands Missile Range



Commander's Guidance

CG-12-02

25 Sep 02

ACCOUNTING FOR HAZARDOUS MATERIALS PURCHASED WITH I.M.P.A.C. VISA CARDS

1. References:

a. Executive Order 12856, Emergency Planning and Community Right to Know Act, 3 August 1993.

b. 29 CFR, Part 1910, Subpart H, Occupational Safety and Health Standards (OSHA), 27 August 1971.

c. 49 C.F.R. 171-179, Hazardous Materials, Department of Transportation Regulations.

2. Toxic and Hazardous Substances (HAZMAT) are set forth in 29 C.F.R., Part 1910. Hazardous Materials transportation is governed under 49 C.F.R. 171-179. OSHA regulations require that employers maintain a Material Safety Data Sheet (MSDS) for all HAZMAT materials. While some products are easily identifiable as a hazardous material, many commonly used items such as cleaning and office supplies (permanent markers, some stamp ink pads, etc.), copy machine toners, printer cartridges, and enamel and latex paints are also considered hazardous materials.

3. Department of the Army policy and a major goal of mine is to maintain a safe and healthy work place. To assist in ensuring a healthy work environment, WSMR must establish and maintain a "cradle-to-grave" tracking system for HAZMAT. To ensure compliance with environmental regulations, WSMR must record the purchase, receipt, use, transportation and proper disposal of all HAZMAT by both government and non-government employees throughout the installation. By continual diligence, WSMR can track HAZMAT, strictly comply with all environmental regulations, and achieve and maintain the necessary goal of a safe, healthy work place.

4. Under existing policy, individual Directorates may not purchase HAZMAT. Only specially designated VISA buyers assigned to the Directorate of Installation Support may buy HAZMAT for use on WSMR.

a. Government organizations requiring HAZMAT must request to purchase through the Maintenance and Supply Division, Installation Support Directorate, CSTE-DTC-WS-IS-M (Marianna Graham, 678-8656). Organizations will transfer funds to IS-M for the purchases.

b. Contractors must obtain approval by faxing the request to Maintenance and Supply Division, Installation Support Directorate, CSTE-DTC-WS-IS-M, and putting HMMC as the delivery point for the purchase. After the HAZMAT has been bar-coded, HMMC will release it to the contractor.

c. Purchasers must ensure that all shipments of HAZMAT entering WSMR, including shipments for tenants, contractors, and other non-government employees, be delivered directly to the Hazardous Materials Minimization Center (HMMC).

d. Upon receipt of a HAZMAT shipment, HMMC personnel will examine, process, bar code, and obtain MSDSs for distribution. HMMC shall then notify the intended user that the HAZMAT is available for pick-up. HMMC and the user shall coordinate to ensure continual tracking of the HAZMAT while at WSMR.

5. Supervisors, contractors, and approved VISA card purchasers are responsible for coordinating, obtaining purchase approval, and recording their receipt of hazardous material with the HMMC.

6. HMMC shall:

a. Maintain all bills of lading concerning both delivery and shipment of HAZMAT materials.

b. Perform random checks of VISA card purchases to ensure compliance with this policy.

c. Develop a general list of common items that qualify as HAZMAT for distribution to personnel seeking and place it on the WSMR web site and Z-drive.

7. You may contact HMMC at 678-5650/7956 for specific guidance on whether an item is defined as a hazardous material or toxic substance before you make your purchase.

8. POC is Thermon Smith, CSTE-DTC-WS-IS-MS, 678-5998.

9. This guidance supersedes CG-02-97, 18 Mar 97.

**WILLIAM F. ENGEL
Brigadier General, USA
Commanding**

DISTRIBUTION:

D; N; G; VISA Cardholders

